



F.Y.I.

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Risk Management Today

Risk Management Today is a new series of articles designed to introduce the concepts of risk management and its place in the MDOC.

A risk is simply a possibility, a possibility that something adverse may occur that will have a negative impact on our organization or the public. Let's face it: when the Department of Corrections makes the headlines, it generally is to highlight something that didn't go well.

Risk management is a process that allows facilities, divisions and offices to work toward identifying and reducing potential risks before they reach crisis status. It does not prevent bad judgments or decisions, but it does enhance the likelihood that appropriate decisions will be made.

In the last edition we stated conducting a risk assessment is a team effort. The most effective assessment will be one that involves those who do the work. After

all, who can better identify what is wrong, when there is too much red tape, or better yet, improve on how to accomplish the task?

Sometimes we get caught in a cycle of "this is how we have always done it." A risk assessment will allow your team to break down the task step by step, identify the problems and discuss solutions and efficiencies. Afterward, management monitors the procedural changes to ensure compliance with the intended solution. Effective risk management will improve our workplace, provide an avenue to voice concerns and allow us to identify and address problems before they make the headlines.

You can e-mail the Office of Risk Management at riskmanagement@michigan.gov.

Athletic Manager Cited for Professional Excellence

Deerfield Correctional Facility (ITF) Athletic Manager Bob Youngs received the Professional Excellence Award for his exemplary corrections service. Youngs has been in corrections for nearly 25 years, the past 19 with ITF. He has also worked at the Huron Valley Mens Facility and the Michigan Reformatory.



(l.-r.) RPA Ray Wolfe and ITF Athletic Manager Bob Youngs

Youngs was nominated by Bellamy Creek Deputy Warden Cathy Stoddard, retired ITF Deputy Warden Roy Conrad and current ITF Deputy Warden Doug Dingelday. He received the award from Regional Prisoner Administrator Ray Wolfe.

In accepting the award, he thanked the ITF administration and then served up accolades.

"I don't believe in individuality," he said.

"Any company, organization, business or school must function as one in order to be successful."

In addition to his daily responsibilities, Youngs is also the liaison between the MDOC recreation department and

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Youngs, *continued from page 1*

the Michigan Intramural Recreational Sports Association. As a result of this alliance, he has built relationships with many state universities and colleges. This bond has proven fruitful as athletic equipment has been donated to the recreation program at ITF. Youngs has unselfishly shared this equipment with other institutions. He has also been consulted on various recreational issues by administrators from both Bellamy Creek and Riverside correctional facilities. Youngs is currently the coordinator for the American Cancer Society Relay for Life and is past president and current member of the ITF Employees Club.

"During my tenure at ITF, Bob showed me that programming not only gives prisoners an opportunity to improve on some personal skills and abilities, but it also allows the prisoner an escape from their prison setting and the circumstances that got them there," Stoddard said.

Youngs offered insight into the reason behind his success during his career.

"Prisons by their very nature are negatively charged environments. One of the recreational goals within the institutional setting is reversing this polarity for prisoners and staff alike," he said. "Probably the most important and fulfilling aspect of my job deals with demonstrating to custody staff how recreational programming can make their jobs easier, and more importantly, safer. If they buy into this concept – and oftentimes they do – a mutually satisfying work relationship occurs. This in turn increases cohesiveness among different disciplines within the institution and makes the work environment a better place to be."



Robert Black is the MTU Employee of the Month for December.

MTU Employee of the Month

Richard A. Handlon Correctional Facility employee Robert Black is MTU's Employee of the Month for December. Black, a food services leader, receives:

- A parking space designated for the Employee of the Month through December;
- His name engraved on the Employee of the Month Plaque provided by Bluewater Employee's Club (BWEC); and
- A \$35 gift certificate to a restaurant, provided by BWEC, among other things.

The MTU Employee of the Month is chosen based on criteria including good communication skills, initiative, leadership, contributions to the facility through exemplary job performance and the employee's general attitude toward the workplace.

Congratulations !



Award Nominations Due Soon!

Nominations for the 2006 Professional Excellence/Director's Awards are due by **December 31**. Submit them to Dave Silsbury (silsbuds@michigan.gov) using form number CAJ-041, which is on the "Forms" drive in our department computer system. Forms should be complete through the applicable steps of the process up to – but not including – endorsement by the appropriate EPT member. Silsbury will take care of the endorsement. Feel free to contact him with any questions or concerns, and don't forget to turn in those nominations by the end of the year!

It's a Wonderful...War?

What if we had a war and everybody won? That's exactly what happened at MDOC's Central Office, as a fund-raising activity during the State Employees Combined Campaign (SECC). All five floors in the building and MSI squared off in a "Penny War." The proceeds were donated to the Food Bank Council of Michigan and the Cristo Rey Community Center.



FOA employees celebrate taking top honors in Central Office fund-raising activities. Here they're shown with the plaque they received for winning the SECC "Penny War."

The object of the "War" was to get as many points as possible. To this end, a canister was placed on each floor of the building. One point was awarded for each penny in the canisters, but points were subtracted for the value of any silver or paper currency found there. For example, a floor with 100 pennies in their canister would get 100 points, but lose 25 of them if a quarter was in there as well. The "War" was fought by employees adding silver and paper currency to the canisters on other floors.

When the dust settled the winner was the 3rd floor, home to Field Operations Administration. The Electronic Monitoring Center was also part of the team. In addition, this industrious group won the Central Office "Food Fight" by collecting the most food and money in the building as part of the Michigan Harvest Gathering. MDOC Director Patricia L. Caruso presented them with a plaque for winning the "War" during their pizza party celebration, hosted by FOA Deputy Director John Rubitschun in honor of their efforts.

FOA field offices collected more than 1,900 pounds of non-perishable food items and donated more than \$600 to local food banks.

Central Office fund-raising activities yielded more than \$600 and 326 non-perishable food items for the Michigan Harvest Gathering, and nearly \$3,500 for SECC.

Hunting Season Nets Guns in Lapeer County

Last month the Michigan State Police conducted an initiative to catch paroled felons who purchased firearm permits during deer hunting season. Lapeer County Parole Agent Amy Bonito and state troopers from the Lapeer post visited the residences of several such parolees.

As a result of those visits, 3 long guns, 1 handgun and two sets of nunchucks were confiscated from Lapeer County parolees. Two parolees were arrested and have been ordered to return for parole violation processing.



(l.-r.): Parole Agent Amy Bonito and Michigan State Police Trooper Cevin Brown with weapons confiscated from parolees who had illegal firearm permits for hunting season.

Holiday Cheer

*It's raining poinsettias, courtesy of the Lakeland, Crane, Gus Harrison and Riverside correctional facilities. **Right:** ACF Horticulture Instructor Charlie Hemker brought 30 plants to Central Office. **Below:** Several of the colorful beauties made it to the Governor's office. ARF Hearings Investigator Christine Hemry and Grievance Coordinator Jim Eaton (holding plants) deliver them with MDOC Director's office staff members, Secretary Linda Ahti (2nd from left) and Administrative Assistant Heidi Washington. Bob Kolassa (LCF), Ken Kasper (RCF) and Ed Ruesink (ARF) are the horticulture instructors for their facilities.*



Share the Joy!

Decking the halls at work?
Planning festive office celebrations?
Doing any charitable activities?
If so, let us know!

We'd like to include your holiday happenings in the **F.Y.I.**
Please forward your information (including photos with
names and job titles) to farmerlc@michigan.gov.

Cookies, Promises & Integrity

Imagine two dozen freshly baked chocolate chip cookies slowly cooling in your kitchen. Their alluring aroma floats through the house. The delicious scent is absolutely enticing. It invites the notion that just one out of 24 would not be missed. The cookies seem to call to you. You find that you *feel* hungrier than you actually are.

Clearly, you are tempted. Intellectually, though, you know that you promised to deliver a certain number of those cookies. Yet, the rest of you implores your conscience to allow for a deviation of principle. What's one cookie, more or less? What do you do?

Consuming a single, promised cookie does not seem so horrible when viewed alone. However, how many times do we compromise each day? Are there times on the job that we deliver just a bit less than we pledged to ourselves and to the taxpayers? These are issues of integrity.

Our daily policies and procedures are easy to define. These are our written guides of operation. Tangible actions are easy to point to, especially if the actions constitute a day-to-day operation. But what about a complex abstraction like integrity?

IN-TEG-RI-TY *noun* - Uprightness of character; honesty.

This is what the Funk and Wagnalls Practical Standard Dictionary offers as a definition. Yet there is so much more, such as:

- Performing actions that would validate your mentors;
- Feeling pride in your actions without vanity;
- Possessing the awareness that it is better to be respected than liked;
- Practicing two types of honesty on the job: Honesty towards self and honesty towards everyone else;

- Following the ethical course of action, especially if the right course is neither easy nor popular;

- Employing total truthfulness. This philosophy does not support convenient omissions or half truths;
- Acting in a way that is consistently above reproach; and
- Doing the right thing, even without praise from others.

In the Department of Corrections, we are programmed to be skeptical. It is our vocational amour. On the job we are vigilant, eagerly seeking self-serving ruses and partial truths. It is through cautious analysis that we protect the public. We are trained to look beneath the surface and not accept all things as reality.

In doing this, we sometimes forget to apply this to our own work habits. Ask yourself these questions:

- Am I proud of my performance?
- Did I earn the respect of the taxpayers?
- Would my mentors be proud of my actions?
- Was I firm, fair, and honest?
- Can I look myself in the mirror of honesty without flinching?

Most of us, fortunately, can answer 'yes' to these questions. And that is good news for those who depend on our professionalism.

In short, integrity is doing at least what we pledge. It means performing to the best of our abilities on and off the job. Your daily honesty is tested each time you interact with others. It behooves us to remember that a test of integrity can be as fundamental as delivering the appointed amount of cookies.

-Author Joe Bouchard is the librarian at Baraga Correctional Facility.

MDOC Sports Center

*This edition of **F.Y.I.** has its own sports section!
A number of our dedicated MDOC employees give back to their communities by coaching athletic teams.
Here are a few examples:*

Houghton Agent Coach of the Year



Top row: Coach Russ Ryynanen, Autumn Harris, Jess Hietala, Adena Ryynanen, Jessie Soumis, Maria Kilpela, Shelly Pietila, Sarah Verville **Bottom row:** Jenelle Storm, Joclyn Barney, Lea Young, Kate Pietila, and Gena Kilpela.

The next time you see Agent Russ Ryynanen from the Houghton probation/parole office, make sure you congratulate him on being named "Coach of the Year" by the U.P. Sportswriters and Sportscasters Association for Class D girls' basketball.

He has spent 4 years at the helm of the Chassell Panthers, compiling an overall 53-7 record entering the postseason this year. The team just completed their first undefeated season, posting 20 straight victories and paving the way to winning the Copper Country Conference title for the second straight year.

Ryynanen's success is a family affair. He coached daughters Kayla and Adena at Chassell. Adena is currently a senior and was named to the Class D all U.P. first team; Ryynanen will be coaching her in the U.P. All-Star game in June just as he once did for Kayla, who is now in college. Another daughter, Marissa, will be a freshman next year, continuing the basketball dynasty.

Marquette Football



Marquette Probation/Parole Agents (**l-r.**) Ed Barber, Kevin Mattord and Eric Mason coached a Marquette Youth Football League team to an undefeated 5-0-1 season. This is the 4th season they have volunteered to coach. Mattord and Barber also gave a presentation to the Local Kiwanis Club (their sponsor) this month about the team.

West Shore Youth Hockey



Oaks Correctional Facility staff are dressing down, and area children are reaping the benefits. The staff recently raised \$352 through holding "Casual Fridays," with proceeds

going to the West Shore Youth Hockey organization. Through the first three quarters of the year, the "Casual Fridays" program has raised more than \$1,100.

Adults (l-r): WSYH Coach Jack Kowalski (Capt. at ECF), Accountant Manager Sheila Read, Administrative Assistant Rick Sharp, Administrative Officer Rebecca Holtz, WSYH Coach Ray Stefanski, ROS Cyndi Wemple, Accounting Tech Heather Frechette, Accounting Tech Al Hovatter. **Children (l-r.):** WSYH players Jacob Stefanski, Kienan Kowalski.

Good Deeds Pay Off



These ladies have turned a love of service into a date for lunch! They're all Red Cross blood drive coordinators for Central Office. The Red Cross sponsored a special raffle for coordinators who held blood drives during the week of Thanksgiving. Not only did we reach our goal of 40 productive pints of blood, but guess who won the raffle? That's right! They received a \$100 gift card, which they plan to use to share a meal during the holidays.

Seated (l.-r.): Linda Ahti, Director's office; Jan Hoag, operations support administration; Pat Brubaker, planning and community development administration. **Standing (l.-r.):** Yolanda Thomas, correctional facilities administration, Sue Mulford, operations support administration; Lorri Melling, operations support administration.

Coat Drive Results



Thank you to everyone who contributed to the Central Office coat drive to benefit the Lansing City Rescue Mission. Your generosity yielded:

73 coats
19 pairs of glove/mittens
17 scarves
8 hats
2 pairs of boots
2 pairs of shoes



The American Culinary Federation recently certified MRF employee Matthew Dunaj as an Executive Chef.

Food Service Leader Now Executive Chef

Move over Emeril, here comes Matthew! Food Service Leader Matthew Dunaj has been employed at the Macomb Correctional Facility for the last 12 years. In an effort to continue his knowledge and education in the food service industry, he applied to the American Culinary Federation to become a Certified Executive Chef, and received certification. Dunaj has now joined the ever growing ranks of culinary professionals who are recognized for their educational expertise and their professional work experience.

According to the Federation, "By demonstrating education in sanitation, nutrition and supervisory management, passing a written and practical exam and documenting a history of employment experience equal to the level of certification granted, Matthew Dunaj has proven himself to be an accomplished, educated and professionally involved member of the culinary profession."

Extra! Extra!

We want to read all about it! Do you have a local employee newsletter? We would love to learn more about what's going on where you are. Please add farmerlc@michigan.gov to your mailing list. Thanks in advance!



MDOC Promotions Through December 9

November 18

ASSISTANT RESIDENT UNIT SUPV-1

BENOIT, LESLIE J	IONIA
RICHARDSON, PAMELA D	IONIA
SMITH, BRADLEY C	OJIBWAY

CORRECTIONS OFFICER-E

BENNETT, RONNIE	MUSKEGON
BERNAL, ALEJANDRO	MUSKEGON
COLE, RYAN S	PINE RIVER
FORD, MICHAEL CLAYTON	CHIPPEWA
KIST, MAURICIO R	MUSKEGON
PARCELL, SUMMER M	MUSKEGON
POWELL, RALPH	MUSKEGON
VANBUSKIRK, JOSEPH K	MID MICH
YANCEY, HAROLD F	MUSKEGON

CORRECTIONS PROGRAM COORD-A

WHITNEY, EDWARD G	EGELER
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CORRECTIONS SHIFT SUPV-1

LIVERMORE, DAWN J	ALGER
MENDOZA, ENRIQUE J	COTTON
PIERREL, MATTHEW J	SCOTT

CORRECTIONS SHIFT SUPV-2

DACHEFF, MICHAEL	OJIBWAY
PAUL, DAVID G	PINE RIVER
POMBIER, DANIEL P	OJIBWAY

CORRECTIONS SHIFT SUPV-3

BABCOCK, CAROL J	STANDISH
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CORRECTIONS TRNSPRTATN OFCR-E

ACKERMAN, DANA B	HURON VALLEY
KRAUSE, JAIME C	HURON VALLEY
WHITLOW, DENISE	HURON VALLEY

DEPARTMENTAL ANALYST TRAINEE-E

MENNINGA, DEBORAH L	CENTRAL OFC
SCOTT, BERNARD G	CENTRAL OFC

PAROLE PROBATION MANAGER-4

BLAKLEY, JAMES J	FOA REGION II
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RESIDENT UNIT OFFICER-E

MCDONALD, JOHN S	CHIPPEWA
OGRADY, BARBARA	HANDLON
PAOLI, CRAIG J	CHIPPEWA
STOREY, MATTHEW R	CHIPPEWA

STATE ADMINISTRATIVE MANAGER-1

ZENEBERG, MARSHA	CENTRAL OFC
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December 2

ADMINISTRATIVE RESIDENT UNIT SUPV-1

CASTELLO, KEITH M	ALGER
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CORRECTIONS TRNSPRTATN OFCR-E

PIERCE, JADEQUE G	HURON VALLEY
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DEPARTMENTAL SPECIALIST-2

MATOWSKI, DENISE	CENTRAL OFC
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DEPARTMENTAL TECHNICIAN-E

SHEMANSKI, KRISTIN L	CENTRAL OFC
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PAROLE/PROBATION OFFICER-E

HAMILTON, CHARLES M	FOA REGION I
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REGISTERED NURSE-1

BRIGHT, GLORIA L	HURON VALLEY
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RESIDENT UNIT OFFICER-E

PRATER, JAMES R	COTTON
RAY, DENESE J	COTTON
SANDERS, SHARON K	COTTON
SKINNER, TODD A	NEWBERRY
WHITNEY, KELLY S	COTTON
WOODROW, RAYMOND T	COTTON

SCHOOL TEACHER-E

MCNULTY, STEVEN E	EGELER
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SECRETARY-A

LEAFERS, LISA J	NEWBERRY
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